



# Iowa Department of Human Services

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Governor

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Director

03-20-15

Carmen Guevara  
412 W 35<sup>th</sup> St.  
Sioux City, IA 51104

Dear Child Care Provider,

This letter is in regards to the 03-13-15 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.4 No more children are in care than the rules for the specific category will allow. **When arrived you had 9 children and you were over on infants. However, your daughter was also there but in the shower due to her home not having hot water. CCA billings are also showing that you have more children than you are allowed for in your care for a Category B Home.**

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards. **In the kitchen area pipes and wires were exposed with a value. Need to have this covered ASAP.**

☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone. **Not all child care childrens information was on form -- Needed updated**

☐ 110.5(1)e All accessible electrical outlets are safely capped. **Outlets were not capped in the kitchen area.**

☐ 110.5(1)g Safety barriers are at stairways and doors as needed. **Gate was not on the stairway.**

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept. **Documentation is behind.**

☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites. **No verification of shots from vet on Lola(dog).**

☐ 110.5(1)h A safe outdoor play area is maintained in good condition throughout the year. **Provider has an above ground pool which an ETP was granted on 06-18-14 for option 2 or 3 to be completed. As of 03-13-15 Provider has not completed ETP project. Therefore, until an spot check inspection is completed the childcare provider is NOT allowed to open the pool for the 2015 summer season until appropriate fencing is completed and approved by DHS. Childcare children as well as children in the neighborhood have access to the swimming pool. Provider is given 60 days from the date of this letter to become in full compliance regarding the ETP.**

☐ 110.5(1)r If not fenced, both in and aboveground pools must have a cover that meets or exceeds ASTM standards when not in use. **Provider has a cover but does not meet ASTM standards.**

☐ 110.5(1)r Fence for aboveground pool is four feet above sidewalls of pool. Height of pool walls not included in measurement.

☐ 110.5(1)s If children use above ground or in-ground swimming pools:

☐ 110.5(1)s Written permission from the parents is on file.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years. **Provider was missing statement of health and immunization status.**

☐ 110.5(2)b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR. **Provider could not locate CPR certificate which must be accessible at the following re-check visit.**

☐ 110.5(8) **Children's Files—The children's files were either outdated or missing information. You started a child without any emergency contact information, immunization, or physical.**

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

☐ 110.9(1) **SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "B"**

☐ 110.9(1)a Not more than six preschool children present at any one time including infants.

☐ 110.9(1)b Of these six children, not more than four children who are 24 months of age or younger are present at any one time.

☐ 110.9(1)b Of the four children under 24 months of age, no more than three may be 18 months of age or younger. **At your limit, however, with your granddaughter who was present caused you to be over numbers for infants.**

☐ 110.9(1)f When more than 8 children are present for more than two hours, a DHS-approved assistant at least 14 years old is present.

**I am requesting that in addition to the above requirements that due to repeated non-compliance issues that you write a corrective action plan to ensure that you will stay in regulatory compliance at all times. In addition I am requiring you to work with Child Care Resource and Referral(CCRR) to assist you in coming into compliance. Failure to provide an acceptable corrective action plan as well as to work with CCRR may result in revocation.**

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

x☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

**I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.**

**Please sign and date below, and return this form in the provided envelope by: 05-05-15.**

X \_\_\_\_\_  
Signature Date

Please do not hesitate to contact me at DHS at 712-255-2913 ex 2083 if you have any questions regarding this letter.

Sincerely,

Jana Drew  
Social Worker II

Connie Bratkiewicz  
Social Worker II



Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-859-2025 or 712-541-3314.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).